

STATE OF MAINE POSTING REQUEST QUESTIONNAIRE FOR IT



E-mail to: **MEMSP@knowledgeservices.com**

Questions? Call: **207-624-9728** or use Internal Ext: **49728**

* Indicates Required Fields

* 1. Position Overview

Posting Title**	Title and rate <small>** A State approved job description MUST be attached.</small>		# of Positions Available
Desired Career Level	JR <input type="checkbox"/> Mid <input type="checkbox"/> SR <input type="checkbox"/>	Minimum Education Level	HS <input type="checkbox"/> Assoc. <input type="checkbox"/> BA <input type="checkbox"/> MSTR <input type="checkbox"/> PhD <input type="checkbox"/>
Contract Extension?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Incumbent Name	

* 2. Position Information

Position Type	TEMP <input checked="" type="checkbox"/> TEMP-TO-HIRE <input type="checkbox"/>		Billing Type	HOURLY <input checked="" type="checkbox"/> DAILY <input type="checkbox"/>	
Shift Start Time	8:00 AM <input checked="" type="checkbox"/> PM <input type="checkbox"/>		Shift End Time	5:00 AM <input type="checkbox"/> PM <input checked="" type="checkbox"/>	
Shift	DAY <input checked="" type="checkbox"/> EVENING <input type="checkbox"/> NIGHT <input type="checkbox"/> OTHER* <input type="checkbox"/>		Anticipated Hours per Week	40	
Shift Days Needed	M <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> TH <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> S <input type="checkbox"/> Su <input type="checkbox"/>		Weekend?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Overtime? **	YES <input type="checkbox"/> NO <input type="checkbox"/> <small>**If you check YES, your agency will be billed an overtime differential of 1.4 the hourly rate on any time worked over 40 hours.</small>				
Travel Required?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		Expenses Reimbursed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Do you require additional background beyond the State's required minimum?				YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
If yes, please specify					
Do you wish to interview candidates?		YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, what mode?	
				PHONE SCREEN <input type="checkbox"/> FACE-TO-FACE <input type="checkbox"/>	
Is interview location same as position location?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <small>If NO, enter address</small>		Address	51 Commerce Drive, Augusta, ME 04330	
Additional Comments					
FOR MEMSP USE ONLY: dotStaff™ Posting ID					

* 3. Manager Information

Is this your first time using the MSP to acquire temporary labor?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Include Requesting Manager contact information in job posting? ** <small>**If you check yes, the contact information will be viewable by the vendor community.</small>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

	Requesting Manager Information	Report-To Manager Information
Manager Name		
Manager Phone	(____)____-____	(____)____-____
Manager E-mail		

Access to Bid / Resumes (if applicable)	
Name	
Phone	(____)____-____
E-mail	

Access to Timesheets (if applicable)	
Name	
Phone	(____)____-____
E-mail	

4. Position Description and Job Skill Set

Describe this position's most important duties performed in the normal course of work. Please describe them, in order of their importance, and indicate the average percent of time devoted to each duty over the course of the year or contract period.

Description of Duties (<i>primary & secondary</i>)	% of Total Work Effort

Skill Set	Skill Level (BEGINNER, INTERMEDIATE, ADVANCED, EXPERT)	Experience (YEARS)	Required?	Clarification/Comments
Operating Systems				
			<input type="checkbox"/>	
			<input type="checkbox"/>	
Programming Language/Development Tools				
			<input type="checkbox"/>	
			<input type="checkbox"/>	
Hardware				
			<input type="checkbox"/>	
			<input type="checkbox"/>	
Database Systems/Database Tools				
			<input type="checkbox"/>	
			<input type="checkbox"/>	
Frameworks/SLDs/Methodologies				
			<input type="checkbox"/>	
			<input type="checkbox"/>	
QA/Testing – Approaches, Applications				
			<input type="checkbox"/>	
			<input type="checkbox"/>	

*** 5. Position Justification**

This section must accompany any request for temporary labor. Please answer each section in detail before submission.

A. Specific Problem or Need.

- Identify and fully describe the specific problem, requirement, or need that the contract is intended to address and which makes the services necessary.
- Explain how the department determined that the services are critical or essential to agency responsibilities or operations and/or whether the services are mandated by Maine statute.
- If applicable, discuss issues which arise if work is not performed.

B. Availability of other Public Resources. Explain how the agency concluded that:

- i. Sufficient staffing or expertise is not available **within the department and not just within a departmental division** to perform the service.

C. Timeframe.

- i. Provide the date by which the suppliers or services must be delivered.
- ii. Indicate how that date was determined and its significance.
- iii. Indicate the impact of delay beyond that date in terms of program schedules, milestones, funds, etc.